



October 26, 2005  
Volume 3, Issue 8

*Inside SAIS* is published  
on an as-needed basis

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## Evacuee Need Code

A new Need code has been created for LEAs to report students who are enrolled in AZ schools because of Hurricane Katrina. Here are some highlights of the new designation:

- Need code name = Evacuee
- Need code value = 20
- Students reported with an Evacuee Need should also be reported with a Homeless Need (*Integrity validation*).
- Students reported with an Evacuee Need will be validated to ensure the student was not enrolled in a school prior to 8/26 (*Integrity validation*).

## Migrant Data

Migrant need data is no longer being collected directly from LEAs via SAIS. COEStar is reporting migrant need data to SAIS for fiscal years FY04 forward.

LEAs can use the SDSUPP71 report, which will identify those students with Migrant needs or related Support Programs (as reported to SAIS by COEStar).

If you have questions, or need to have changes made to this data, please contact your staff who reports migrant data to COEStar.

## SPED Service Codes: Alert

Due to the 2004 reauthorization of IDEA, plans are underway to change the service codes used to report a special education student's placement/environment while receiving services. Public comment on the proposed changes closed on August 21st. OSEP has requested emergency clearance to expedite approval of these changes. We hope to have the finalized service codes available for publication sometime during the month of October. The proposed changes include the fol-

lowing that are the most significant, however please note that there are additional changes that are not listed.

- Changing the preschool environments categories to be similar to categories for ages 6-21 in that they would reflect all time in an early childhood program, not just time receiving special education. This would include categories for percent of time in a regular early childhood program for those attending a regular early childhood program. It would also include categories for separate class, separate school, residential facility, home, and service provider location.
- Changing the school age environment categories to reflect time INSIDE regular classroom as opposed to outside regular classroom.

The finalized service codes will be published on the web at: <http://www.ade.az.gov/ess/DataManagement/DmHome.asp>. It will also be published via the SPED director's list serv, the SPED data group list serv and in a future edition of Inside SAIS.

## SPED Exit Reason Code

- Q.** *Is the SPED Exit Reason Code optional or required?*
- A.** It is optional and is used only if a student is exiting a SPED program.
- Q.** *When would you NOT use SPED Exit Reason Codes?*
- A.** A SPED Exit Reason Code is not used when there is a change in the need category, when there is a change in the service code, or when there is a change in the SPED DOR.
- Q.** *What are SPED Exit Reason Codes used for?*
- A.** SPED Exit Reason Codes are helpful with tracking of special education student movement and for determining graduation and



dropout rates for special education students. In addition, SPED Exit Reason code information is used for the Annual Special Education Data Collection – Exit Data (last known exit), for Performance Indicator data, and for the Annual Performance Report.

For Assessments given during FY 2006 the following information will also be available:

- Total Composite Scaled Score
- Overall Proficiency Level
- Overall Assessment Result

## SDELL70 Student Detail ELL Assessment Search Report

A new report titled, “SDELL70 Student Detail ELL Assessment Search” has been implemented and is available to authorized personnel via the Common Logon/Student Details Data Interchange/Download area.

The main reason for such a report is to allow the viewing of previous ELL Assessment results for students.

### SDELL70 Highlights:

- Available at both the District/Charter Holder and School levels
- Available per individual SAIS Student ID only
- Available in PDF, XML, and Simple Text formats
- Student must have an active membership at the requesting school/district, otherwise message stating “No memberships found at this school”

The following information (if available) will be displayed by section:

### Student Personal Information:

- SAIS Student ID
- Last Name
- First Name
- Middle Name
- Birth date
- Last Name Student Goes By
- Race
- Gender
- Home Language
- Tribal Name
- Normal Graduation Year

### Requesting School Information:

- School CTDS
- School Name
- School Student ID
- Entry Date
- Grade

### ELL Assessment Information:

- School CTDS
- School Name
  - This column will also indicate if no ELL Assessments were found for this student
- Grade
- Assessment Type
- Assessment Date
- Assessment Score
- Proficiency Level
- Assessment Result

## SDTEST01-1 Student Test History Report

A new report titled, “SDTEST01-1 Student Test History Report” has been implemented and is available to authorized personnel via the Common Logon/Student Details Data Interchange/Download area.

The main reason for such a report is to allow the viewing of previous High School AIMS results for students.

### SDTEST01-1 Student Test History Report highlights:

- Available at both the District/Charter Holder and School levels
- Available per individual SAIS Student ID only
- Available in PDF, XML, and Simple Text formats
- Student must have an active membership at the requesting school/district
- Posted AIMS results will be for 10th, 11th, and 12th grade testing (if available)
- Message stating, “No High School AIMS Testing history available for this student” will be displayed if appropriate

The following information (if available) will be displayed by section:

### Student Personal Information:

- SAIS Student ID
- Last Name
- First Name
- Middle Name
- Birth date
- Last Name Student Goes By
- Race
- Gender
- Home Language
- Tribal Name
- Normal Graduation Year

### Requesting School Information:

- School CTDS
- School Name
- School Student ID
- Entry Date
- Grade

### HS AIMS History Information:

- School CTDS
- School Name
  - This column will also indicate if no HS AIMS history is available
- Grade
- Test Identifier
- Fiscal Year
- Math Test Date
- Math Scale Score



- Math Proficiency
- Reading Test Date
- Reading Scale Score
- Reading Proficiency
- Writing Test Date
- Writing Scale Score
- Writing Proficiency



## Transportation/School Choice Support Program

The transportation/school choice support program references transportation provided for students' parents choosing another school as a result of school improvement.

A (015) Support Program Transaction must be sent to SAIS by the 'sending' school, which is the school providing the transportation. The transaction code is 34 and the Need would be 'No Need' (NOND). Within this transaction there is a field which must hold the CTDS number of the 'receiving' school, which is the school where the sending school is transporting the student to.

All that ADE requires is that we receive this one transaction from the sending school. No enrollment or any other transaction is needed at the sending school.

ADE has been made aware that this may cause problems for some vendor software. In that case it is suggested that you discuss this with your vendor to come up with a suitable workaround.

- Scenario 1: Student attends School A from August through September, when the parent informs the school that they are transferring their student to School B, because School A is in Federal School Improvement. They are requesting that that School A provides transportation for the student to School B.
  - School A will submit an enrollment transaction and later a withdrawal transaction to SAIS for this student. They will then submit a 015 Support Program Transaction, with themselves as the sending school, and School B as the receiving school.
- Scenario 2: Student attended School A the previous fiscal year, and during the summer, the parents notify the school that the student will not be attending School A in the fall because School A is in Federal School Improvement, and that they are requesting that School A provide transportation to School B, which is their school of choice.
  - School A will submit a Summer Withdrawal Transaction for this student, with a Withdrawal Reason Code of WR1, 'School identified for Federal School Improvement'. Besides this, all School A has to submit to SAIS is a 015 Support Program Transaction, with themselves as the sending school, and School B as the receiving school. School B would submit the enrollment for the student, when they arrive at their school.

A suggested workaround, if vendors cannot send a Support

Program Transaction without having the student enrolled, would be to enroll the student at School A, then submit the Support Program Transaction, and then delete the enrollment. Therefore using the enrollment simply to get the Support Program Transaction entered. However, ADE advises that you discuss this situation with your vendor before deciding on a workaround.



## Documentation: Recent Modifications

The following items have been the most recent additions or modifications to our various requirements documents, which are located at <http://www.ade.az.gov/sais/saisdbdocs.asp>.

- TX014 SPED Participation - SPED DOR element is required for all 014 SPED add, changes, and delete transactions.
- Due to upcoming federal changes, removed new SPED Service code "L" for Ancillary services.
- Need code created for student "Evacuees" of Hurricane Katrina. Need code value = 20.
- TX021 Initial IEP – Allow the Initial IEP date element to be in the current or one previous fiscal year.
- TX021 Initial IEP – The Initial IEP transaction need only be submitted for preschool age (less than 5 years old by September 1st of current fiscal year).
- Federal Integrity validation added - preschool age student must have submitted an Initial IEP in SAIS to be eligible for SPED Service participation.
- TX012 Assessment - If submitting a Change operation for any sub test or Overall elements, all 3 elements of at least one sub test must be submitted (i.e. Date, Score and Proficiency Level).
- TX012 Assessment - If an assessment is submitted by a second district/charter within the same fiscal year as an assessment record that already exists in SAIS, SAIS will accept the transaction and issue a warning to the effect that an assessment already exists in SAIS for the fiscal year.
- TX012 Assessment - Only one assessment will be allowed to be recorded in SAIS per student per fiscal year for any individual district or charter holder.
- TX012 Assessment - The fiscal year identified by the Oral, Reading, and Writing Assessment Dates must be in the same as the fiscal year identified in the header of the file.
- TX012 Assessment - Beginning in FY06, all assessment score elements (Oral, Reading, Writing, and Overall Total Composite Scaled Score) have a code value range of 100-999
- TX012 Assessment - To successfully use an Overall Assessment Result code 6 (Continuing FEP), the Overall Assessment score must contain a numeric value of 999.







## FAQs

**Q.** *Why are some files not processing or processing slowly?*

**A.** Slow processing files were the result of a number of issues in the production environment. We had issues with submitted transactions of type 19 (SPED DOR change), which had been disabled for this FY. To keep LEA's from submitting these transactions we disabled the component. However, the component was being used internally and thus causing system errors. We also had issues with some of the fields in the SdTransaction schema, which is used for the validation of the uploaded XML files. Finally, the sheer number of system errors being generated and written to the database caused performance issues on the database.

**Q.** *Why did files 'fall' off the queue?*

**A.** Files fell off of the queue because of the following two reasons:

Firstly, some files had processed to the point that they had written messages to the Transaction queues. Unfortunately, the system errors that were being generated by this took longer than 3 days to resolve which resulted in those messages being removed from the queue. Secondly, constantly setting the system on and offline caused some messages to be dropped from the import files queue. We were able to resubmit these messages, which then caused the issue identified below.

**Q.** *Why are some files processed successfully with a file reject message?*

**A.** This was the result of messages being placed back on import files queue. We were able to spot files that had fallen out of the import files queue and address them manually.

**Q.** *Why would the file status not update if fallen off of the queue?*

**A.** The file status is not always updated appropriately when a message falls off of the queue. In the event that a message is removed from the queue following our regular processing, the statuses will be updated accordingly. In the event that a message falls off the queue without having work completed, the status is unknown and is therefore not updated.

**Q.** *File status of pending matching but no matches in the matching queue?*

**A.** The cause of this error was the result of component load balancing (CLB) not functioning correctly. The transaction could not enlist the appropriate component to do work and generated this error. Once CLB was restarted this issue was resolved.

**Q.** *Why would transactions be receiving false errors such as '-9017 LEA Identifier does not exist'?*

**A.** The cause is also the result of component load balancing (CLB) not functioning correctly. The transaction could not enlist the appropriate component to do work and generated this error. Once CLB was restarted this issue was resolved.

**Q.** *What about all of the other changes and enhancements to FY 2006 reports?*

**A.** Reports are being developed after all import and integrity changes have been made for FY 2006. Development design analysis is expected to begin mid to late October on report changes and enhancements.

**Q.** *Is SAIS Online ready to be opened to customers?*

**A.** SAIS Online is ready and near deployment to production. However, there are some concerns with regards to potential FERPA (The Family Educational Rights and Privacy Act) issues. These issues are currently being analyzed and will subsequently be addressed by ADE prior to SAIS Online being deployed to production.

**Q.** *When can we expect an update to the SAIS requirements documentation?*

**A.** The following documents have been recently updated (September 2005):

- SAISTransactionOverview\_FY06
- NeedsRequirements\_FY06
- DataTransactionCodeValues\_FY06
- MembershipRequirements\_FY06
- SAIS 2005-2006 Changes
- IntegrityCheckingProcesses\_FY05

These documents now reflect previously announced changes, modifications, and updates. Additional documents are expected to be updated and posted in the near future.

**Q.** *Users were told back in December and January that FY 2006 would be up and running in full come the beginning of FY 2006...what happened?*

**A.** A number of variables contributed to the delay of full FY 2006 implementation. Among these, critical system issues that began around March resulted in a redeployment of resources. Personnel were pulled off of their FY 2006 assignments to work on the FY 2005 issues. However, over a period of time, it became apparent that the overall system concerns could not be fully resolved by our application development team and that there are other genuine system/configuration/hardware issues to be identified and ad-

### Please take advantage of these helpful links:

SAIS on the Web at <http://www.ade.az.gov/sais/>

IT Bulletin Board: <http://portal.ade.az.gov/News/Lists/MIS%20Bulletin%20Board/MISBulletinBoard.aspx>

SAIS-Related Issues: <http://portal.ade.az.gov/SAIS%20Information/Lists/Issues/Issues%20%20most%20recent%20first.aspx>

SAIS Codes Values are at <http://www.ade.az.gov/Sais/codevalues/DataTransactionCodeValues.doc>



ressed. As a result, our development life cycle for FY 2006 was delayed.

In the process, improvements were made with streamlining of individual stored procedures, general SAIS 'house-keeping', and measures to ease production database hits from the high volume of internal data requests. Measures have also been taken to ease the transition to FY 2006, including the opening of certain transactions early and the completion of transactional changes and production deployment prior to integrity, reports, etc.

- Q.** *Why was the Assessment 012 transaction (Assessments) and its required elements changed at such a late date?*
- A.** In addition to an added requirement for assessment score value range, the transaction was changed as a result of identifying that the original implementation was incompatible with the current system architecture.
- Q.** *Is the Johnson O'Malley support program for HS only?*
- A.** This support program is not limited to HS students. Johnson-O'Malley (JOM) Eligibility Requirements per Code of Federal Regulations (CFR) 25, 273.12 defines eligible students as:
- Indian students, from age 3 years through grade(s) 12, except those who are enrolled in Bureau or sectarian operated schools, shall be eligible for benefits provide by a contract pursuant to this part if they are 1/4 or more degree Indian blood and recognized by the Secretary as being eligible for Bureau services. Priority shall be given to contracts (a) which would serve Indian students on or near reservations and (b) where a majority of such Indian students will be members of the tribe(s) of such reservations (as defined in CFR 25, 273.2 (o)).

The following SAIS data elements will be used in conjunction for determining eligibility for JOM Indian Education Program participation:

- Race/Ethnicity - is American Indian or Alaskan Native – code value
  - SAIS Tribal Name - is not empty
  - Age - is > 2 on October 1 in the current fiscal year
- Q.** *Will SAIS allow a full days absence on the first day of enrollment?*
- A.** This is being considered for a future fiscal year, possibly for FY 2007. The topic has been brought up to the School

Finance Advisory Board. IT will be doing a feasibility analysis if decided this will be implemented in the future. Current validations prohibit a full day's absence on the first day of enrollment.



## BETA Environment

ADE provides third party student management software vendors an environment to test their software's compatibility with SAIS Student Details. This is currently limited to the transaction (import) level only. Beta does not have fully functioning Integrity, Aggregation, or Report features.

The Beta system has had issues similar production (as discussed in the FAQ section). Records that did not complete processing were manually updated to 'failed due to internal errors'. This allowed files to complete their status.

Note that the updates included records pending matching. Since the manual matching process is not available on Beta, the matching thresholds to determine if a student is new or existing has been modified in such a way that each enrollment or PI add should get a new SAIS ID.



## ADE Communication

We sincerely apologize for any delays or gaps in communication relating to SAIS, including the publishing of this edition of *Inside SAIS*.

We are aware that the fluidity of SAIS' dynamistic existence necessitates good communication to all stakeholders regarding any SAIS issues, modifications, and updates. We will continue to improve in this area. As various responsibilities and job duties shift within the MIS unit (now the Information Technology unit), communication will still be considered a priority. We do appreciate all of the feedback from our users!

As a result of the responsibility and job duty shifts, this will be the last edition of *Inside SAIS* in this current format. However, said organizational changes will give rise to a new replacement for this newsletter. Be sure to look for further information in the near future!



### Feedback

We encourage your comments, requests for information, and suggestions for content. Please remit to either of the following e-mail addresses.

[InsideSAIS@ade.az.gov](mailto:InsideSAIS@ade.az.gov)

[SaisVendorSupport@ade.az.gov](mailto:SaisVendorSupport@ade.az.gov)

Back issues of *Inside SAIS*, along with an *Index*, are available for reference on the ADE web site at

<http://www.ade.az.gov/sais/newsletters/>